

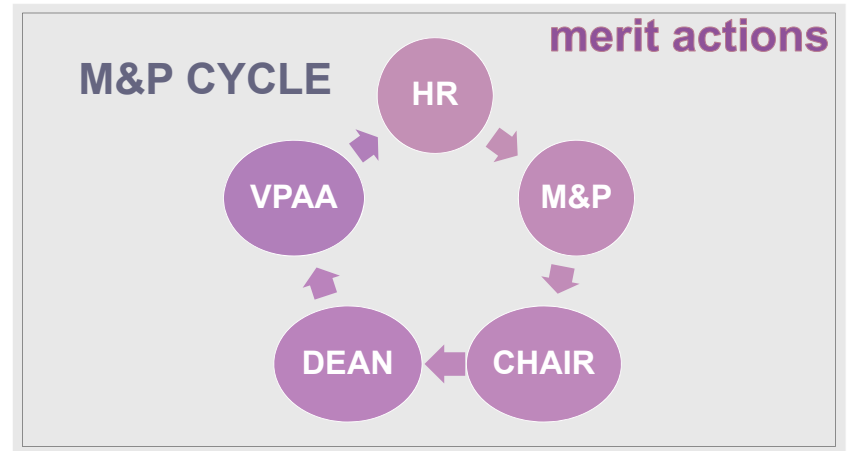
M&P CYCLE

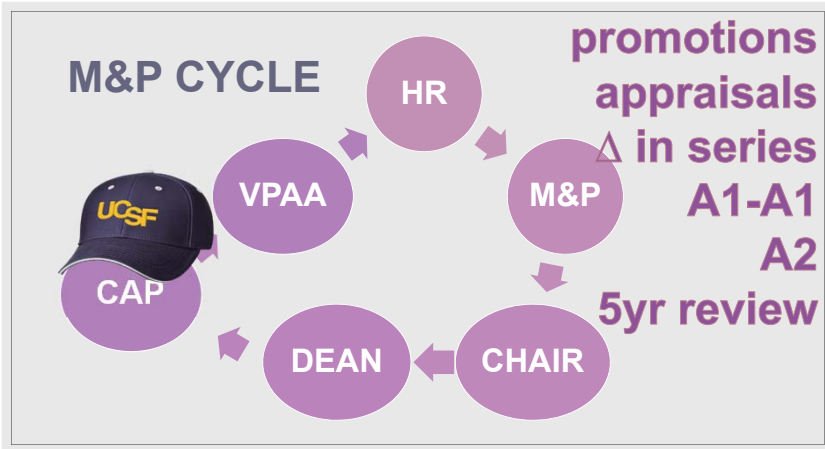
MERIT = Move up to next step

PROMOTION = Assistant to Associate, Associate to Full, Full step 5→6, Full A/S

APPRAISAL = evaluation 2.5 yrs prior to Associate

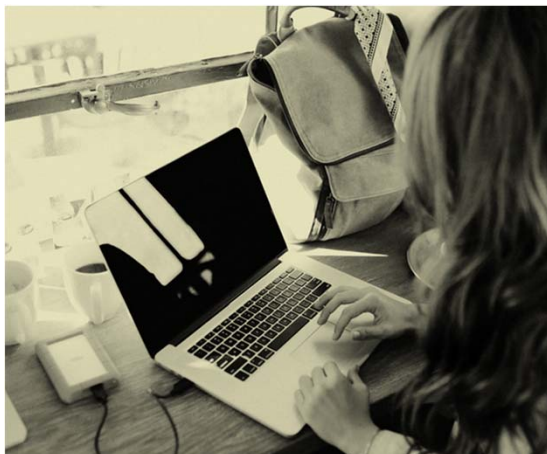
ACCELERATION = move between steps one [A1] or two [A2] years earlier than anticipated





YOUR PACKET

1. CV
2. Summary of accomplishments



Summary of Accomplishment

PERSONAL STATEMENT
 2-3 THINGS IN EACH OF 5 AREAS

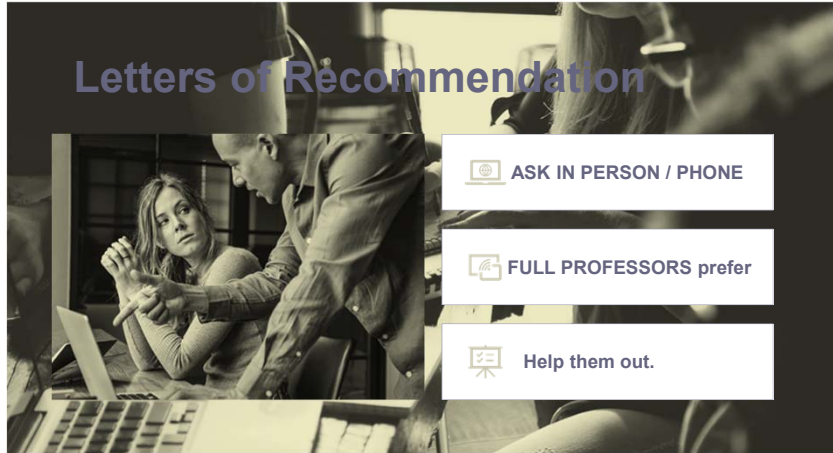
WHY MEANINGFUL?
 TEACHING+MENTORING
 SERVICE ACTIVITIES
 RESEARCH & CREATIVE
 PROFESSIONAL EXPERTISE
 DIVERSITY






YOUR PACKET

1. CV
2. Summary of accomplishments
 ±Teaching evals.
 Letters of recommendation
 3 intramural
 3 extramural

Letters of Recommendation




-  ASK IN PERSON / PHONE
-  FULL PROFESSORS prefer
-  Help them out.



YOUR CV

Your currency.
Your passport.
“Academic autobiography”

Advance.ucsf.edu



HOW TO USE:
<http://academicaffairs.ucsf.edu/advance/>

EDUCATION

NARRATIVE SUMMARIES

- Clinical Activities
- Service Activities
- Contributions to Diversity
- Teaching
- Mentoring
- Research & Creative activities

1-2 paragraphs usually.

“Since last advancement..”

“I continue to...”

NARRATIVE SUMMARIES

Clinical Activities
 Service Activities
 Contributions to Diversity
 Teaching
 Mentoring
 Research & Creative activities

**Clinical work 12 months of year!
 TB / conferences.
 Leadership /administration.
 Innovations.
 QI.**

NARRATIVE SUMMARIES

Clinical Activities
 Service Activities
 Contributions to Diversity
 Teaching
 Mentoring
 Research & Creative activities

**COMMITTEES.
 University & Public service
 [not leadership!]**

NARRATIVE SUMMARIES

Clinical Activities
 Service Activities
 Contributions to Diversity
 Teaching
 Mentoring
 Research & Creative activities

**New.
 Not mandatory for merits.
 CAP evaluates for this!**

Contributions to Diversity

Teaching, mentoring, university & public service activities that address needs of diverse populations

Clinical activities for diverse patient populations

CAP does not recognize "work at ZSFG"

Efforts to advance access to education

Research that highlights inequalities

***see handout**

NARRATIVE SUMMARIES

Clinical Activities
 Service Activities
 Contributions to Diversity
 Teaching
 Mentoring
 Research & Creative activities

FORMAL =
didactic lectures
INFORMAL =
reading room or lab

NARRATIVE SUMMARIES

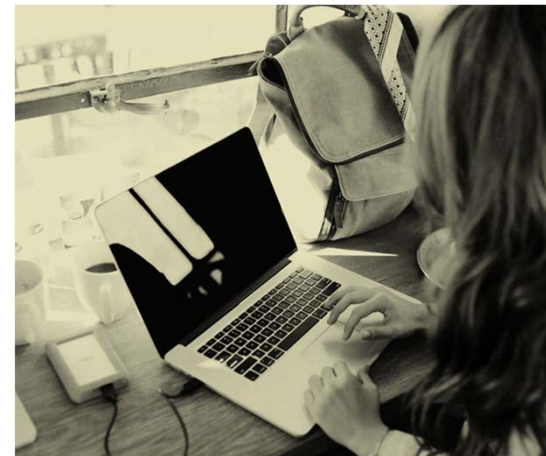
Clinical Activities
 Service Activities
 Contributions to Diversity
 Teaching
 Mentoring
 Research & Creative activities

**Pre-doctoral,
 postdoctoral &
 faculty:
 Research,
 project, career
 mentor**

NARRATIVE SUMMARIES

Clinical Activities
 Service Activities
 Contributions to Diversity
 Teaching
 Mentoring
 Research & Creative activities

**Research interests.
 Highlight unique, &
 creative contributions
 particularly if grants &
 papers when you're
 not PI/1st/last author,
 espec if important to
 your identity as a
 researcher.**



COMMON ERRORS

**Out of date
 Out of order
 Out of place**

CV UPDATE CHECKLIST

1. ADD any lectures, presentations etc since last submission
2. ADD new committees; **END** completed ones
3. Remember that leadership/admin = clinical activities; **service** = committees/taskforce
4. SOS-AA

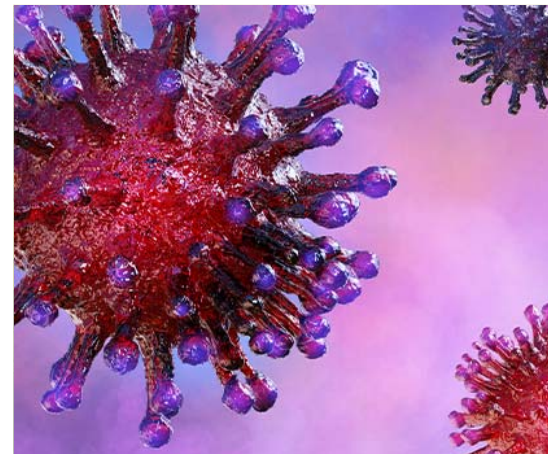
[spell out societies – avoid acronyms]

CV UPDATE CHECKLIST

5. **Update** ‘in press’ publications
 - Bold **your name** for pubs.
 - Use “*” if 2nd author & 1st mentored trainee
 - Do not insert “*in submission*” pubs...
 - Check chronological order: oldest first
6. **Update** all grants

CV UPDATE CHECKLIST

7. Write **new** narratives. Takes time. [Make time].
“Since last..” “I continue to..”
8. Write contributions to diversity.
9. Review Susan Wall’s “CV do’s and don’ts”.
10. Review your CV again.



COVID ALERT

LIST *invited* talks, *accepted* papers for meetings that were canceled due to COVID-19

Your Academic Affairs Team

			
	AMY PRADHAN	LORNA KWOK	JOCELYN PULIDO



QUESTIONS?

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